



The Georgia Chapter of NIGP, Inc.

NIGP: The Institute for Public Procurement



25th Anniversary Using Our "Gifts" to Find Solutions!

Georgia Governmental Purchasing Conference & Products Exposition (GGPCPE)

March 20 - 21, 2012

A Great Event! - Don't Miss this Opportunity



2000 Convention Center Concourse
College Park, Georgia 30337



**Registration form available
at www.ganigp.org**

Highlights

- Suppliers learn how to do business with state and local government entities at the Reverse Trade Show
- Network with others involved in government purchasing
- Opportunity to conduct a class for government attendees about the products and/or services that your company offers.
- Learn more about the National Institute of Governmental Purchasing (NIGP) and local chapters.

Go to www.ganigp.org for attendee registration information

For assistance, contact:
Ara White
Exhibitor Recruitment and
Registration Chair
bombero4@comcast.net

**Live in Concert
The GLOW Band**



Host Hotel Accommodations

Sheraton Gateway Hotel
1900 Sullivan Road, Atlanta, GA 30337

Reservation link:

<http://www.starwoodmeeting.com/Book/ganigp2012productexpo>

Or 1-800-325-3535 (group name "GANIGP 2012 expo")

Special Room Rate of \$98 per night.

Rates are guaranteed only until **February 26, 2012.**

Complimentary Parking
Complimentary Internet in Guest Rooms

Copy and paste the above link into your browser to complete your hotel reservations.



25th ANNIVERSARY CELEBRATION

**Georgia International Convention Center
2000 Convention Center Concourse, College Park, GA 30337**

GGPCPE

2012

**EXHIBITOR
Schedule of Events**

**Inspiring
Informative**

Tuesday, March 20, 2012	
7:00 am - 10:00 am	Exhibitor Move-In
8:00 am - 5:00 pm	Reverse Trade Show
9:00 am - 11:45 am	Exhibitor Setup
12:15 pm – 1:30 pm	Luncheon for Government Attendees, Gold Sponsors and Silver Sponsors
12:45 pm - 1:45 pm	Exhibitor Class How to do Business with the State of Georgia
3:00 pm - 5:45 pm	Products Exposition
6:00 pm - 6:30 pm	Social and Networking
6:30 pm - 9:00 pm	Dinner and Entertainment “The Glow Band”
Wednesday, March 21, 2012	
7:00 am - 8:45 am	Exhibitor Move-In
9:00 am - 9:15 am	Products Exposition Ribbon Cutting
9:15 am - 12:00 pm	Products Exposition
12:00 pm - 1:00 pm	Lunch
1:15 pm - 2:55 pm	Products Exposition
2:55 pm - 3:00 pm	Last GGPCPE Raffle Drawing
3:00 pm - 6:00 pm	Exhibitor Break Down





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Exhibit Space Descriptions and Additional Representative Cost

Contact **Rich Hampton at (678) 360-2608** or email at jhampton1@ggc.edu. if you do not have internet access or need assistance with booth or facility information.

The following types of exhibit spaces are available (See page 5 for Sponsorship Opportunities)

10' x 10' Booth - \$800.00

Draped area, carpeted floor, table, 2 chairs, wastebasket and identification sign.

20' x 30' Island - \$2,500.00

Table, 2 chairs, wastebasket, no carpet.

Additional Representatives - \$50.00 each

Booth price includes two badges which includes entry, vendor appreciation reception/dinner, and Wednesday luncheon.

For Special Space Requests Contact or Facility Information:

Rich Hampton at (678) 360-2608 or email: jhampton1@ggc.edu

Electrical & Telecommunication Service

Contact the Georgia International Convention Center for electrical or telecommunication service. There is an additional charge for these services.

Phone: 770-907-3066

Event Services

Special shipping and material handling arrangements may be made by contacting Freeman Companies. There is an additional charge for these services. Phone: (404) 253-6400

Expo Program Advertisements

Exhibitor shall provide black and white camera ready art for all advertising. Email or phone Tammy John the information for recognition no later than February 23, 2012. (706) 312-7211 tjohn@columbiacountyga.gov.



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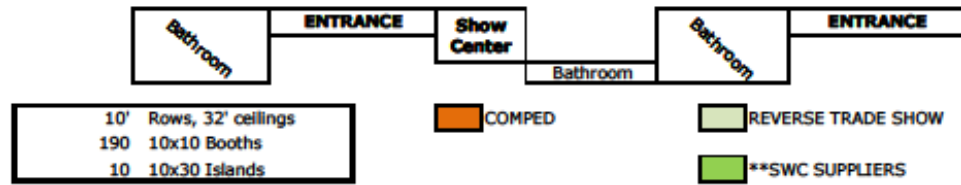
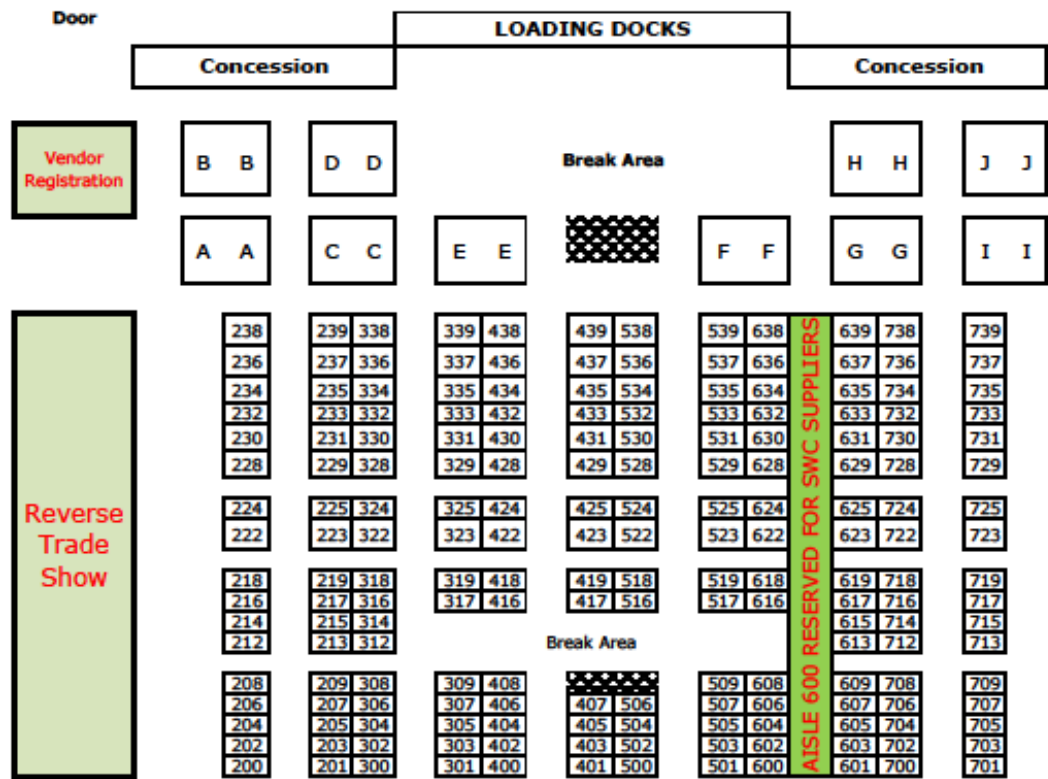


GGPCPE



**GEORGIA GOVERNMENTAL PURCHASING
25th CONFERENCE & PRODUCTS EXPO**
Georgia International Convention Center - Exhibit Halls A & B
March 21 & 22, 2012

For current booth availability status, visit www.ganigp.org



**Aisle 600 (booths 600-639) reserved for GA SWC Suppliers



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Additional Exhibitor Opportunities



Sponsorship Information:

The following sponsorship opportunities are available for exhibitors. To discuss additional sponsorship opportunities, please contact us.

Gold Sponsor - \$3,000.00

THIS OPPORTUNITY IS LIMITED TO THE FIRST FOUR PAID APPLICANTS.

Opportunity to conduct a 45 minute class for government attendees about the products and services your company offers.
Attend exclusive government attendee luncheon on March 20, 2012 and receive special recognition.
Full Page of recognition in the Expo Program.
Recognition on back cover of Expo Program.
Recognition on Expo signage including entrance sign.
Recognition during purchasing conference classes.
Company logo displayed for one year on GANIGP website
One (1) 10 X 10 Booth

Silver Sponsor - \$1,500.00

Attend exclusive government attendee luncheon on March 20, 2012 and receive special recognition.
Half Page of recognition in the Expo Program.
Recognition on back cover of Expo Program.
Recognition on Expo signage including entrance sign.
Recognition during purchasing conference classes.
Company logo displayed for one year on GANIGP website
Does not include price of booth and/or island.

Bronze Sponsor - \$500.00

Recognition on back cover of Expo Program.
Quarter Page of recognition in the Expo Program.
Recognition on Expo signage including entrance sign.
Recognition during purchasing conference classes.
Company logo displayed for one year on GANIGP website
Does not include price of booth and/or island.

For More Information on Sponsorship Opportunities Contact:

Donna K. Kindon, Expo Chair
(404) 327-6854
Dkindon@tcsq.edu

Sponsor Classes
Nancy Lam, Education Chair
(706) 291-5109
Nancylam2@aol.com

GOLD SPONSORS must be registered no later than Feb. 17, 2012 to be able to hold and conduct a workshop.

After Feb. 17, 2012 a Gold Sponsorship may be available to sponsor the reception, a meal, or some other event. Gold sponsorships are limited to the first four paid applicants.



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2012 EXHIBITOR REGISTRATION

**GGPCPE
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Please complete the information below



DATE _____

Company _____

Contact Name _____

Email _____

Address _____

City _____ State _____ Zip _____

Phone _____ Cell _____ Fax _____

20' x 30' Island - \$2,500.00 - Amenities - Table, 2 chairs, wastebasket, no carpet.

10' x 10' Booth - \$800.00 - Amenities- Draped area, carpeted floor, table, 2 chairs, wastebasket and ID sign.

Name _____ Email _____

Name _____ Email _____

Sponsorship Opportunities

(Purchase includes the price of a booth - Indicate booth # above)

For more sponsorship information inquire in the Show Office or Vendor Registration

- _____ Gold Sponsorship \$3,000.00 Full page ad, booth, presentation of 45 minute class & luncheon
- _____ Silver Sponsorship \$1,500.00 Half page ad, special recognition & luncheon
- _____ Bronze Sponsorship \$ 500.00 Quarter page ad & special recognition

PAYMENT Please indicate preferred method of payment _____ Check _____ Credit Card

Make checks payable to: GA Governmental Purchasing Conference and Products Expo (GGPCPE)

and mail to the attention of: *Rhonda Bollen CPPB, GGPCPE Treasurer*
FCPW Warehouse Manager, 337 Blacks Bluff Road, Rome, GA 30161



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RECOGNITION IN THE EXPOSITION PROGRAM GUIDE

Full Page	\$150.00	_____	(Free with Gold Sponsorship)
Half Page	\$100.00	_____	
Quarter Page	\$50.00	_____	

Camera Ready Art is required (Formats Acceptable are PDF, JPG, BMP, TIFF, PNG) **Email your information to Tammy John 706 312-7211 tjohn@columbiacountyga.gov**

SPONSORSHIPS

_____ **Gold Sponsorship \$3,000.00 – LIMITED TO THE FIRST FOUR PAID APPLICANTS**
*Includes below items - **BOOTH INCLUDED***

Conduct class for government attendees about the products and services your company offers.

Contact is Nancy Lam, Education Chair (706) 291-5109 or Email nancylam2@aol.com

Full Page of Recognition in the Expo Program. Identify Above
Provide Camera Ready Art (Formats Acceptable are PDF, JPG, BMP, TIFF, PNG)
Email your information to Tammy John, 706 312-7211, tjohn@columbiacountyga.gov

One (1) 10 X 10 Booth - Please indicate your booth and 2 representative on the previous page
Attend exclusive government attendee luncheon on March 20, 2012 and receive special recognition.

Recognition on back cover of Expo Program
Recognition on Exposition Entrance Signage and Special Booth Signage
Recognition during purchasing conference classes
Display of company logo for one year on GANIGP website

_____ **Silver Sponsorship \$1,500.00 - Items below included – **BOOTH SOLD SEPARATELY****

Attend exclusive government attendee luncheon on March 20, 2012 and receive special recognition.

Half Page of Recognition in the Expo Program. Identify Above
Provide Camera Ready Art (Formats Acceptable are PDF, JPG, BMP, TIFF, PNG)
Email your information to Tammy John, 706 312-7211, tjohn@columbiacountyga.gov

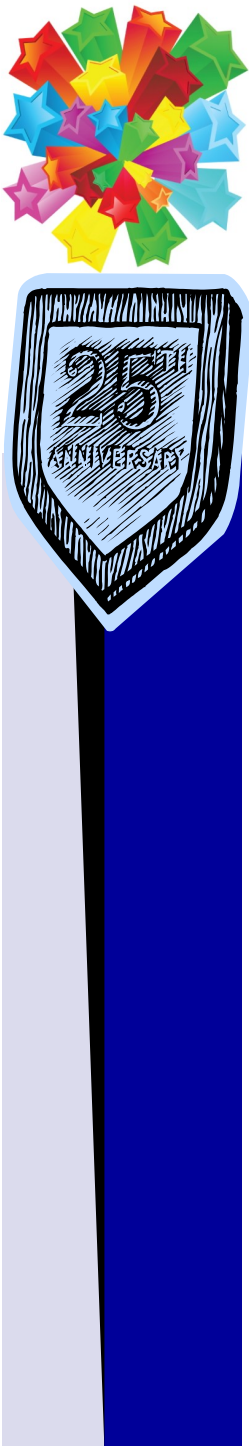
Recognition on back cover of Expo Program
Recognition on Exposition Entrance Signage and Special Booth Signage
Recognition during purchasing conference classes
Display of company logo for one year on GANIGP website

_____ **Tuesday Luncheon - Gold or Silver Sponsors only**

Please indicate Number of Representatives attending Luncheon on Tuesday

_____ **Bronze Sponsorship \$500.00 - Items below included – **BOOTH SOLD SEPARATELY****

Quarter page of Recognition in the Expo Program. Identify Above
Recognition on back cover of Expo Program
Recognition on Exposition Entrance Signage and Special Booth Signage
Recognition during purchasing conference classes
Display of company logo for one year on GANIGP website





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Representative attendance to the other show features offered at NO CHARGE

- _____ Number attending the **Reverse Tradeshow** 8:00 am - 12 Noon & 2:00 pm - 5:00 pm on March 20, 2012
- _____ Number attending **Social** from 6:00 pm - 6:30 pm on March 20, 2012
- _____ Number attending the **Appreciation Dinner** from 6:00 pm - 8:00 pm on March 20, 2012
- _____ Number attending the **Live Entertainment/Dance** from 7:00 pm - 9:00 pm on March 20, 2012
- _____ Number attending Class **“Doing Business with the State”** from 1:00 pm - 2:00 pm on March 20, 2012
- _____ Number attending the Luncheon on March 21, 2012 in the Exposition Hall

TOTAL AMOUNT DUE:	Booth/Island	\$ _____
(two are free with paid booth)	Additional Representatives	\$ _____
Names of Additional Representatives		

	Ad in Expo Program	\$ _____
TOTAL ALL ITEMS ABOVE		\$ _____

PLEASE REMIT TOTAL AMOUNT DUE WITH ONE OF THE METHODS BELOW

Payment Methods

Check - If payment made by check your reservations will be confirmed when the check is received

Make Check Payable to: GGPCPE

Rhonda Bollen CPPB, GGPCPE Treasurer

FCPW Warehouse Manager, 337 Blacks Bluff Road, Rome, GA 30161

Credit Card - Credit Card Transactions are done through Flagship

When your reservation is received you will be emailed an invoice from the EXPO Treasurer with a link to make your payment.

Exposition Points of Contact

<i>EXPO Chair</i>	<i>Donna Kindon</i>	<i>404-327-6854</i>	dkindon@tcsg.edu
<i>Reverse Trade Show</i>	<i>Avon Thompson</i>	<i>404-962-4102</i>	athompson@georgia.org
<i>Treasurer</i>	<i>Rhonda Bollen</i>	<i>706-236-2489</i>	bollenr@floydcountyga.org
<i>Secretary</i>	<i>Debra Brewer</i>	<i>404-371-6395</i>	dbbrewer@dekalbcountyga.gov
<i>Attendee Recruitment</i>	<i>Doreen Eidmann</i>	<i>770-584-1308</i>	deidmann@co.bibb.ga.us
<i>Attendee Registration</i>	<i>Donna Kukarola</i>	<i>678-617-9349</i>	dwkuk@bellsouth.net
<i>Education Chair</i>	<i>Nancy Lam</i>	<i>706-291-5109</i>	nancylam2@aol.com
<i>Exhibitor Recruitment</i>	<i>Ara White</i>	<i>404-723-8650</i>	bombero4@comcast.net
<i>Facilities Chair</i>	<i>Rich Hampton</i>	<i>678-360-2608</i>	jhampton1@ggc.edu
<i>Public Relations Chair</i>	<i>Tammy John</i>	<i>706-312-7211</i>	tjohn@columbiacountyga.gov
<i>Food & Entertainment</i>	<i>Susan Clarke</i>	<i>770-822-8732</i>	Susan.Clarke@gwinnettcounty.com

Other Support Contacts

Contact the GICC Directly for Telecommunication or Power requirements Andrea Smalls 770-907-3066

Shipping Goods to the GICC or Booth Amenities contact Rob Pawli with Freemans 404-253-6400

Host Hotel is Sheraton Gateway Hotel, 1900 Sullivan Road, Atlanta, GA 30337 800-325-3535



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2012**

Terms & Conditions

These terms and conditions constitute a bona fide part of the contract for the space. The Georgia Governmental Purchasing Conference & Products Exposition (GGPCPE) Committee reserves the right to render all interpretations and decisions, and to establish further regulations as may be deemed necessary to the general success and well-being of the exhibit. GGPCPE Committee's decisions and interpretations shall be accepted as final in all cases.

LOCATIONS, DATES & HOURS: The 25th Annual Georgia Governmental Purchasing Conference & Products Exposition will be held Tuesday and Wednesday, March 20-21, 2012 at the Georgia International Convention Center (GICC), College Park, Georgia. The hours during which exhibits will be open are as follows: Tuesday, March 20, 2012 from 3:00 pm to 6:00 pm and Wednesday, March 21, 2012 from 9:00 am to 3:00 pm.

SPACE CONTRACTS: Applicants for exhibit space are required to execute and forward to the GGPCPE the formal Exhibitor Registration Packet. To be valid, each Exhibitor Registration Packet must be accompanied by a check for the total amount due for total space reserved, and must specify products or services scheduled for exhibition. Full payment for exhibit space must be made by February 17, 2012. Any exhibitor who made payment in full for his/her exhibit space, and notifies GGPCPE Exhibitor Registration Chair later than 12:00 noon on February 17, 2012 that he/she will be unable to exhibit, shall forfeit all money paid unless GGPCPE shall have leased exhibit space in the Exposition to another Exhibitor. In such event, exhibitor may be refunded rental paid for exhibit space less \$100 administrative fee.

SPACE ASSIGNMENT: All valid Exhibitor Registration Packets received by GGPCPE will be assigned space on a "first come-first served" basis. In order to guarantee exhibit space, full payment must be received with completed Exhibitor Registration Packet.

PAYMENT FOR SPACE: Following space assignment, each applicant will receive notice of same, and space thus assigned shall be deemed accepted unless rejected in writing within two (2) weeks from the date of the notice, and may not thereafter be rejected, nor the contract canceled, without GGPCPE approval. In the event of cancellation, following prior acceptance as herein defined, payment shall not be refundable.

DISPLAY SPACE: GGPCPE will provide display space as indicated in this agreement and official floor plan insofar as possible, but reserves the right to make any changes necessary in case of emergency, and in the interest of any exhibitor, GGPCPE reserves the right to decline or prohibit any exhibit which in its judgment is out of keeping with the character of the products exhibition, this reservation being all-inclusive as to persons, things, printed matter, products and conduct. Exhibitors engaging in objectionable practices shall be subject to eviction without refund.

EXCLUSIVE USE OF SPACE: No exhibitor may assign, sublet or apportion his/her space in whole or in part, nor exhibit any products or services other than those manufactured or handled in the normal course of his business, nor permit any agent of any non exhibiting firm to solicit business or take orders in his space. GGPCPE will not permit non-exhibitors to attend canvas, solicit, hold conferences, have hospitality suites, or distribute literature or other promotional devices at the Conference & Products Expo.

EXHIBITOR SHIPPING: Exhibitors shipping by express, railroad freight or truck freight are requested to ship direct to the designated freight contractor or express office in ample time prior to the Expo to insure most effective handling of materials.

ARRANGEMENT OF EXHIBITS: GGPCPE will provide standard 10' X 10' booth background drapes and side rails, carpet, one (1) 6' draped table, and two (2) folding chairs. Islands will have one (1) table and two (2) chairs with no carpet. An Island will be 20' X 30'. Each booth will be furnished a standard identification sign if contract is received by March 1, 2012. Electrical, water, and telephone lines are available for an extra charge from GICC.

HEIGHT LIMITATION FOR DISPLAYS: Exhibitors shall not display or place any product, sign, partition, person, apparatus, shelving or other construction which extends more than eight (8) feet above the floor or more than four (4) feet forward from the back of the booth shall not be permitted. Exceptions will require the prior written request and written approval of the GGPCPE Co-Chair. No interference with the light or view of other exhibitors will be permitted.



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Terms & Conditions (continued)

HOURS FOR INSTALLING, DISMANTLING, OR REMOVING DISPLAY: Expo set-up and installation hours for exhibitors are Tuesday, March 20, 2012 from 7:00 AM to 2:15 PM. All exhibits must be in place by 8:00 AM on Wednesday, March 21, 2012. Dismantling of displays must not begin before 3:00 PM Wednesday, March 21, 2012. The entire building must be vacated by 6:00 PM., Wednesday, March 21, 2012. The GICC opens at 7:00 AM and closes at 6:00 PM daily. Any unattended exhibits or materials remaining in the building after 6:00 PM, Wednesday, March 21, 2012 are the responsibility of the exhibitor. Neither the GICC nor the Expo Committee shall be responsible for these items. No installing, dismantling, rearranging, repairing, servicing, removing, or supplementing of exhibits will be permitted during exhibit hours without the permission of the Expo Chair.

SPECIAL SERVICES: All empty crates and containers will be removed to a storage area, stored and returned at the close of the exhibition for a nominal service charge. Telephone, Electrical, and Data Service and other special needs are available at additional expense by separate arrangement with the GICC and/or Freeman Decorating Company.

EXHIBITOR'S ADMISSION CREDENTIALS: Exhibitors shall furnish the Expo Chairman in this Exhibitor Registration Packet completed Exhibitor registration information for each representative/spouse of the Exhibitor. Representatives not registered in advance must register upon arrival at the exhibit area, and at all times wear identification badges which will be furnished and which will entitle wearers to attend exhibitor conference sessions. Exhibitors will be admitted to exhibit hall at the times stated in paragraph 10 and power and lights will be turned on at that time. Any special arrangements must be made with Expo Chairman.

SALE OR DISTRIBUTION OF MERCHANDISE: Exhibitors may show, display, discuss, explain, or demonstrate items or services in their exhibit space during the Products Exposition. However, no sales (cash or credit card) or orders may be taken.

PROHIBITED ACTIVITIES: No interviews or demonstrations will be permitted except in exhibitor's space. Samples or souvenirs may not be sold and only those which relate directly to merchandise in the exhibitors booth may be distributed. No sideshows, raffles, or lotteries which detract from the dignity of the Expo may be held. Exhibitors engaging in objectionable practices may be evicted without refund of any monies deposited or paid to GGPCPE.

GENERAL REGULATIONS: No part of the GICC shall be defaced in any manner, nor shall signs, decals, stickers, or other articles be posted, nailed or otherwise affixed to any pillars, walls, doors, or other parts of the building. Combustible materials, gasoline, kerosene, acetylene and all other flammable or explosive substances are forbidden. Aisles must be kept clear. Exhibit materials and debris must be disposed of in building trash containers. Gasoline powered units displayed must meet local fire prevention regulations. Cloth and other decorating materials must meet flame-proofing and fire codes and ordinances prevailing in the area. All packing containers, wadding, wrappings and such materials must be removed from immediate exhibit area and not stored under tables or behind displays.

NOISE AND SOUND: Musical Instruments, radios, sound, motion picture equipment, record players or any noise creating devices or amplifying systems shall be operated only at a level that will not interfere with other exhibitors or add unduly to general acoustic inconvenience and their operation must conform to GGPCPE requirements.

NON-LIABILITY: It is expressly understood by each and every contracting exhibitor and his/her agents that neither the GGPCPE nor its members, nor its contractors, shall be liable for loss or damage to the goods or properties of exhibitors. At all times such goods and properties remain in the sole possession and custody, of each exhibitor. The exhibitor agrees indemnify GGPCPE, the GICC and the exhibit contractors, its managers, officers, members, sponsors, employees, and agents and hold them harmless from all claims, demands, actions, complaints, suits, or liability for any property damage, personal injury or other damages that may be sustained by an individual or entity, including the exhibitor and its agents and employees, on or about the exhibitor's display space or otherwise arising out of exhibitor's participation in the exposition, including such injury or damage of any nature which may result, in whole or in part, from the negligence of any of the employees or agents of the exhibitor.

INSURANCE: Exhibitor will furnish certificate of comprehensive general liability insurance coverage with contract, naming GICC as the certificate holder, including protective and contractual liability minimum coverage of \$1,000,000.00 for bodily injury per person, \$1,000,000.00 property damage, and workman's compensation statutory limits.

RIGHTS RESERVED: GGPCPE reserves the right to make such additional conditions, rules, and regulations as GGPCPE Committee deems necessary to enhance the success of the exposition and to decline or prohibit any exhibit which in its judgment is out of keeping with the character of Conference & Products Exposition, these reservations being all-inclusive as to persons, things, printed matter, products and conduct. In addition to these terms and conditions, each exhibitor agrees to abide by terms and conditions issued separately by the GICC.

*Ara White, CPPB
Vendor Recruitment Chair
GA Chapter of NIGP
1300 Commerce Drive,
Decatur, GA 30030*

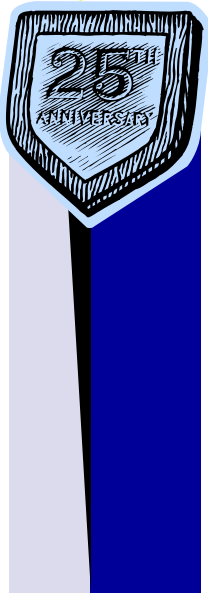


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25th ANNIVERSARY CELEBRATION



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